



Survey Mapping Manager

Newport Beach, CA

Full Time | 10+ years experience

Commercial Development Resources is looking for a Survey Mapping Manager. We are seeking a bright, positive self-starting, dependable, and highly professional leader with a team-player attitude. The ideal candidate will also possess the same passion for land development as we do!

The Survey Mapping Manager is responsible for the day-to-day operations of our Survey Mapping Team. This will be a start-up position as we currently do not provide survey services. This position will require hiring and managing staff to ensure that scope, schedule and budget for projects are upheld while maintaining the quality of the deliverable. This position will also require business development efforts related to survey opportunities from our current and prospective clients.

CDR is a development partner that provides solutions to our clients in the form of civil engineering, surveying, construction management, and entitlement services. Along with our passion for land development, company culture is also essential. Please visit our website www.cdrwest.com for more information on our corporate mission and unique company culture.

Responsibilities:

- Perform survey-related research, boundary analysis, calculations, exhibits, and legal descriptions for a variety of land development and public works-related projects from small infill developments to large master-planned communities and public-related improvement projects throughout Southern CA
- Prepare and/or oversee preparation of final maps, parcel maps, record of survey and ALTA maps
- Prepare and/or oversee preparation of legal descriptions and associated plats, and boundary analysis
- Ensure coordination of technical surveying and engineering aspects of a project
- Ensure projects are being delivered according to the agreed scope, schedule and budget
- Coordinate with Field Chief to maintain project schedules and deliverables
- Coordinate with our clients to ensure we are meeting expectations
- Develop new leads and opportunities from our clients
- Attend client meetings and conducting thorough Quality Control reviews/audits
- Responsible for survey department proposals and profit/loss

Requirements:

- Minimum of 10 years of survey-related experience with increasing levels of responsibility
- Licensed Professional Land Surveyor in the state of California
- Outgoing and organized with strong project management and operational management skills
- Ability to network and build relationships with current and prospective clients
- Strong communication skills, both written and verbal, are essential to success in this role
- Experience in boundary analysis, computations of ALTA and topography surveys
- Perform quality control of survey plans, record plats, descriptions, and review of title commitments
- Strong multi-tasking and ability to ensure issues are resolved in a timely manner
- Ability to provide guidance and mentoring to staff in the growing survey practice

If this sounds like you - reach out to Meghan Meek at mmeek@cdrwest.com!

4121 Westerly Place, Suite 112 | Newport Beach, CA 92660 | (949) 610-8997 | info@cdrwest.com